

Checklist for Livery / Sightseeing Company Vehicle Permit

Investigator _____

DBA name and address _____

Date application assigned _____ Date case completed _____

Livery vehicle means a public six-passenger or less motor vehicle with driver included, for hire only by written agreement for exclusive use at a charge fixed in advance. **Sec. 76-32**

Sightseeing vehicle means a public passenger vehicle with driver furnished, for hire on regularly routed sightseeing tours, at a charge or fare per passenger or per hour fixed by agreement in advance, provided further that such sightseeing vehicles are: (1) Not to be used for point-to-point transportation of passengers or goods; (2) To be returned to a regular place of garage or point of origin of the regularly scheduled tour between hires; and (3) Not to cruise in search of patronage. **Sec. 76-32**

Prior to submitting an application, the applicant must do the following:

Have Need

- ___ ___ Apply for, receive and submit a copy of your occupation license (\$12.50) for each vehicle that will be permitted to Regulated Industries Division as required to operate a vehicle for hire in KCMO. This can be done online through business license registration at <https://quicktax.kcmo.org/#3> **Sections 40-73 & 40-156**
- ___ ___ Before submitting an application, contact the City Planning and Development Department so that they may determine if zoning will allow your proposed business to operate at your proposed location – **City Planning and Development Department** in City Hall, 414 E. 12th St., (816) 513-1500

All of the following information listed below must be submitted by the applicant

Have Need

- ___ ___ **Vehicles for hire permit application** – submit along with all other required documents to eliminate multiple visits to Regulated Industries Division
- ___ ___ **Consultant consent form** signed by the applicant – *only applicable if a consultant is used*
- ___ ___ **Proof of driver's certificate** – In order to receive a vehicle permit, the applicant must have a current driver's certificate.
- ___ ___ **Criminal background investigation fee** – \$34 processing fee per person for a criminal background investigation to include all cities, states, & countries where applicant has resided – **Non-Driver Company Owner Applicant Only**
- ___ ___ **Schedule P Form** completed by applicant for Background – **Non-Driver Company Owner Applicant Only**
- ___ ___ **Criminal background investigation report** – City approved background check completed and reviewed before submission for approval. **Sec 76-76 {2}** states “Whether or not the applicant, or any person listed in subsection (1) of this section, has been convicted of the violation of any federal or state felony or, within the previous 12 months, has been convicted of violating any provision of this code or has ever had a certificate or permit issued under this article revoked or suspended – **Investigator attach PDF to Energov**
- ___ ___ **Permit fee/Annual Fee** – No annual permit fee per vehicle will be required if the livery or sightseeing company pays a \$45,000.00 annual fee – **Investigator verify company has paid the \$45,000.00 annual fee and the applicant will drive for company. Sec. 76-75**
- ___ ___ **OR**
- ___ ___ **\$250.00 permit fee** for each livery or sightseeing vehicle. For every livery or sightseeing company that chooses not to pay the \$45,000.00 annual fee, an annual vehicle permit fee of \$250.00 shall be paid by that company or any person that operates a livery or sightseeing vehicle on behalf of that company. **Sec. 76-75**
- ___ ___ **A photograph of each different type** of vehicle that will be permitted.
- ___ ___ **Copy of Motor Vehicle Registration Receipt** for each vehicle permit - showing vehicle plates renewed, safety inspection passed, VIN numbers match, and vehicle owner information

Have Need

- ___ ___ “**Livery charge sheet**” form complete. Fares established for livery and sightseeing vehicles shall be filed with the director at least 2 days before they shall become effective. **Sec. 76-239(c)**
- ___ ___ “**Vehicles in Service**” form complete. **Sec. 76-76(6)**
- ___ ___ **Certificate of good standing from the State of Missouri.** If the business is less than one year old or a certificate of good standing cannot be retrieved, submit a certificate of organization (LLC or limited partnership – not *general partnership*), or a certificate of incorporation (corporation) – **from the State of Missouri**, State Office Building in KCMO, 615 E. 13th St., (816) 889-2925 – ***Only if applicable***
- ___ ___ **LLC** – a copy of the **operating agreement** listing the members and managers of the LLC – ***Only if applicable***
- ___ ___ **Corporation**– a copy of the **bylaws and all amendments and organizational minutes**, verifying all corporate officers, shareholders and number of shares held – ***Only if applicable***
- ___ ___ **Partnership** – a copy of the **partnership agreement** (limited partnership requires partnership application and appointment of the managing partner) – the managing partner must be noted on the application – ***Only if applicable***
- ___ ___ **Fictitious name registration (if DBA is different than the corporate name)** – from the State of Missouri

Certificate of Insurance as Required by Section 76-162 of the Code of Ordinances of the City of Kansas City, Missouri

Applicant must submit a copy of the **Certificate of Insurance Policy**. The policy must cover all vehicles on “Vehicles in Service” form. Addendum page submitted by agent is acceptable to show policy coverage of all VIN’s on policy.

Certificate of Insurance Policy must show and maintain the following limits for all permitted vehicles:

- liability insurance with liability limits of at least \$50,000.00 for injury to, or death of, one person, by reason of the carelessness or negligence of the driver or operator of such vehicle, and;
- \$100,000.00 for injury to, or death of, more than one person, resulting from a single accident, by reason of the carelessness or negligence of the driver or operator of such vehicle, and;
- \$25,000.00 for damage to property, including baggage or other property of a passenger carried in or on the vehicle, resulting from any single accident, by reason of the carelessness or negligence of the driver or operator of such vehicle,
 - *with a deductible, if any, not to exceed \$500.00 and;*
- \$50,000.00 for uninsured motorist coverage for passengers as that coverage is required in RSMo § 379.203.

Other Insurance Requirements for the Policy:

Have Need

- ___ ___ The liability insurance policy must contain a provision for continuing liability of the full policy amount, while any recovery.
- ___ ___ The liability insurance policy must have a separate endorsement requiring the insurance company to notify the director of KCMO Regulated Industries in writing of any change in coverage, or cancellation of the policy, at least ten days prior.
- ___ ___ A valid certificate of insurance issued by a company providing the required insurance policy shall be available for inspection by the vehicle permit holder. The certificate shall include all of the following:
- The full name of the insurer;
 - The name and address of the insured;
 - The insurance policy number;
 - The type and limits of coverage;
 - The specific vehicles insured;
 - The effective dates of the insurance policy; and
 - The certificate issue date.